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21 September 1960

MEMORANDUM FOR: Acting Secretary, ORR/CSE

SUBJECT: The Agency Promotion System

REFERENCE: Your memorandum dated 19 September 1960, Subject:
Review of Single Grade Promotion Policy

1. The Geographic Research Area is in favor of the single-grade promotion system. It has been used to advantage in all three divisions in grades GS-7 through GS-11. Advancement of one step at a time in the junior professional grades has provided a more realistic development and progression pattern than the two-grade promotion system. The one grade step provides a consistency downward from the one grade steps used from GS-11 through GS-15. At the time of the most rapid development in an individual's professional capacities, the one-grade promotion system requires more frequent assessment and permits earlier recognition by advancement than would the two-grade promotion system. It has also proven easier for the supervisor to make judgments concerning promotion in terms of one-grade increments rather than the former two-grade increments.

2. We would also favor retaining a 12-month time-in-grade minimum for all advancements from GS-7 through GS-11. And to equalize the monetary discrepancies between grades 7 through 11, and 12 through 15, we recommend that the minimum time-in-grade for grades 12 and above be 24 months.

3. If you will note the basic pay scale table, the differences between grades 7, 9, 11, 12, 13, etc. amount to \$1,000 and over, whereas the differences between grades 7, 8, 9, 10, and 11 amount to approximately \$500. Thus we feel a more reasonable relationship of minimum time-in-grade to monetary differences can be achieved by raising the time-in-grade requirements for grades 12 and above as suggested in the preceding paragraph.

4. There is a distinct advantage in the utilization of grades 8 and 10, especially in Section organizations where the supervisory level is pegged at a GS-9 or 11. Grades 8 and 10 can be used effectively for a deputy, thus giving tangible recognition to a qualified employee.

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5. We would like to point out that Agency adherence to the single-grade promotion system might be at odds with promotion systems in other parts of the government, and could put the Agency at a disadvantage in recruiting and holding individuals who might at times seem to suffer a temporary disadvantage because of discrepancies in the several systems. This, however, should tend to equalize itself in practice over a period of time, so that our more advanced grade-level personnel are doing comparable work for comparable pay with people in other parts of the government after an equivalent period of service.

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Chief, Geographic Research

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